



Effective Immediately

Subcontractor and Consultant Disclosure and Certification Requirements

Financial And Conflict Of Interest Disclosure and Standard Certifications are required for all subcontractors with contracts over \$50,000. No work can be performed by subcontractors until these documents are approved. This requirement applies to both contractor and A/E subcontractors and consultants.

This requirement is in accordance with the Illinois Procurement Code Section 50-35, subcontractors and suppliers with subcontracts in excess of \$50,000 are required to provide Financial and Conflicts of Interest Disclosure and to certify compliance with the Standard Certifications.

NO WORK CAN BE PERFORMED by these subcontractors until the disclosure and certification documents have been reviewed and approved by the State Purchasing Officer. The required documents and file naming instructions, [Certifications and Standard Terms and Conditions 8.1.2013](#), [8.2013 Financial Disclosures and Conflicts Form](#) and [Submittal Instructions for Subcontractor Financial Disclosers](#) can be found in the Capital Development Board's Reference library at:

<http://www.illinois.gov/cdb/business/library/Pages/default.aspx>.

Send via email as a .PDF document to the following address: cdb.contracts@illinois.gov.
Questions can also be sent to this e-mail address.

This notice can also be found on the CDB website at <http://www.illinois.gov/cdb/> under **Announcements from CDB** SubConsultantDisclosureandCertificationRequirement.pdf.

Additional details can be found in the Chief Procurement Officer Notice 2013.01 which can be accessed at: <http://www2.illinois.gov/cpo/cdb/Documents/CPONotice2013.1.pdf>.

THIS REQUIREMENT APPLIES TO BOTH A/E AND CONTRACTOR SUBCONTRACTS.